

APPLICATION INSTRUCTIONS
Emergency Solutions Grant (ESG)
FY 2014/2015 EDITION

APPLICATIONS WILL ONLY BE ACCEPTED VIA ZOOM GRANTS
RELEASE DATE: DECEMBER 2, 2013

Applications and Attachments Must Be Typed In Entirety - No applications with any handwritten entries will be accepted excluding signatures and check boxes

Only one application per agency, per funding source will be accepted

DUE: Wednesday, January 8, 2014 at 3:00PM PST

ESG PROGRAM OVERVIEW AND FUNDING

Welcome to the City of Las Vegas, Emergency Solutions Grant (ESG) application process for the 2014/2015 Program Year. The ESG Program is administered by the U.S. Department of Housing and Urban Development (HUD) and is authorized by the HUD McKinney-Vento (HEARTH Act), as amended.

The purpose of the ESG Program is to provide funding to Families with children, seniors, singles with non-custodial children, and Single persons with the following activities/program components:

- Rapidly re-house homeless individuals and families
- Prevent families and individuals from becoming homeless.
- Help operate shelters so that homeless individual and families may access.

The City is looking for the most complete application(s) that demonstrate the capacity to carry out the components of ESG.

ESG applicants must submit **only one application** for funding which may contain multiple program components (activities). There are three funding categories under the new ESG for which you may apply for CLV ESG funds (Rapid Re-housing, Homeless Prevention, and Shelter Operations). Applicants must be Non-profit agencies planning to target services for the City's homeless community.

Agencies may apply for one or all of the funding categories. Shelter is defined as any facility with a primary purpose to provide temporary or transitional shelter for the homeless in general or for specific populations of the homeless. In order to apply for Shelter Operations, you **must** have a City of Las Vegas business license to operate a homeless shelter.

ONLY non-profit agencies, public or private, with current 501(c) (3) or (4) non-profit status, providing assistance to the homeless are eligible to apply for ESG funds.

NOTE: No applications will be accepted after the Wednesday January 8, 2014 at 3:00 PM, deadline specified in the publicly advertised Notice for Applications (NFA).

APPLICATION ASSISTANCE/TECHNICAL ASSISTANCE

There will be **seven** application workshops on December 2, & 11, 2013: CDBG returning (2), ESG (1) and First Time applicants (4). Please see the information in the Application Manual for details. **Please RSVP to 229-2330. There will not be a HOPWA specific workshop this year.**

APPLICATION PREPARATION

Alteration of any application forms will result in disqualification of application.

The Application should have no more than 25 pages when complete.

All forms (attachments & exhibits) must be completely filled out according to instructions, and all information must be uploaded on to Zoom Grants in order for the application to be accepted.

If an area does not apply, state N/A, do not leave a question blank.

- **All Exhibits and Attachments must be typed and single sided.**
- **All Exhibits and Attachments must be letter size, (8 ½ x 11).**

The Board President or other person authorized by the Board must sign all Certifications. To authorize individuals other than the Board President to execute the application, the Signatory Authority block on the Certification of Application Form must be completed and signed by the Board President. Failure to complete Signatory Authority in an application signed by someone other than the Board President will render the application unacceptable.

ACCEPTANCE OF TERMS: By submitting an application, the applicant accepts all terms, conditions and requirements of this Application. The applicant's proposal will become part of the grant agreement in the event the applicant is awarded funds. The applicant will be bound by what is in the proposal, unless otherwise approved in writing by the City of Las Vegas. **Applicant understands and accepts that the most restrictive conditions may apply.**

The applicant's proposal and other materials submitted in response to the application process becomes the property of the City of Las Vegas and may be returned only at the City's discretion. Applications are public documents and may be inspected or copied by anyone after they have been reviewed, rated and, approved for funding by the City Council. Financial statements included in the application may also be considered public information. Please review the Application Manual.

The City takes no responsibility for content, or any incomplete submissions. All costs of responding to this Request for Proposal are the responsibility of the applicant.

APPLICATION INSTRUCTIONS

All applications must be submitted utilizing Zoom Grants; no paper submissions will be accepted. Please count households by the anticipated number to be assisted, not by the number in the household.

ESG INFORMATION

Overview

On December 5, 2011 under the HUD McKinney-Vento programs (HEARTH Act), HUD revised the regulations for the program previously known as the Emergency Shelter Grant (ESG). Significant changes were made to the HEARTH act, among those changes; the previously named Emergency Shelter Grant was changed to the Emergency Solutions Grant (24 CFR 576). Changes to the Act include the definition of homelessness, requiring increased coordination and collaboration between the

Emergency Solutions Grantee and the local Continuum of Care (CoC), requiring the adoption of performance and outcome measures and encourages Grantees to build on successful homelessness prevention and rapid re-housing strategies developed through the ARRA-funded Homelessness Prevention and Rapid Re-Housing Program (HPRP).

Shelters located in the city **must** have a current City of Las Vegas Shelter Operations business license in order to apply.

ELIGIBLE ACTIVITIES

Please note that there are specific minimum expected numbers of households to be served for Rapid Rehousing and Homeless Prevention.

Rapid Re-housing: Housing relocation and stabilization services and short and/or medium term (3-12 months maximum) rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing. The four activities you may apply for under Rapid Re-housing are Security Deposits, Utility Deposits/Payments, Rental Applications Fees, and Monthly Rent payments.

Rapid Re-housing has two specific targeted populations: Hard To House (HH) and Non-Hard to House (NHTH). Please address how you will provide services to both in your application.

Homeless Prevention: Housing relocation and stabilization services and short and/or medium-term rental assistance as necessary to prevent the individual or family from becoming homeless (1-3 months maximum) if:

Annual income of individual or family is below 30 percent of median family income.

Assistance is necessary to help program participants regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing.

Shelter Operations: The eligible costs include facility rent payments, security, utilities, and the purchase of food to provide meals to homeless.

Funding Priorities

The amount of ESG funds available for this RFA is \$279,197. This is based on the previous year and may change when the final HUD appropriations are approved and the City receives its letter of credit. Per the ESG regulations, there is a 60% cap on the total amount funds for Street Outreach and Emergency Shelter Operations.

The CLV will allocate funding through a formal application process with the budget priorities outlined below based on our previous year's funding:

\$154,197	Rapid Re-housing
\$45,000	Homelessness Prevention activities to extremely low citizens at risk of becoming homeless
\$75,000	Emergency Shelter Operations to cover costs associated with providing emergency shelter

The following is a description for each of the activities HUD has updated in the HEARTH Act and the City's planned specific percentages and dollar figures available for each category as reported to HUD in our Amended Action Plan.

1. Rapid Re-housing – Medium Term Housing Assistance (3-12 months maximum)

The goal is to help homeless individuals and families who are literally homeless, living on the streets or in an emergency shelter, transition as quickly as possible into permanent housing and then help

them achieve stability in that housing. The assistance would include moving costs, rental application fees, security deposit, and utility deposits/payments. Services could include housing search and placement, intensive case management. Activities include the provision of housing relocation and stabilization services to individuals and families who are literally homeless.

Rapid Re-housing funds may be used for a maximum of 12 months. The intent is to utilize these funds for families that are situationally homeless: loss of job or other income source, or spouse/partner, and are able to become self sustaining with 12 months or less of assistance.

Agencies are expected to serve eleven (11) Hard To House (HTH) and five (5) Non-Hard To House (NHTH) families/households with these funds. There are two separate line items for case management for these categories.

The following are allowable expenses under this category:

- Rent (Client)
- Utility Deposits
- Utility Payments
- Security Deposits (non-refundable)
- Rental Application Fees

2. **Homelessness Prevention** The goal is to assist extremely low-income individuals and families at risk of becoming homeless (who are below 30% of AMI – table below – Row A is annual income and Row B is monthly) and are moving into an emergency shelter or place not meant for human habitation. Services would include housing search, placement and case management.

Homeless Prevention funds may be used for up to (3-6 months maximum)

	1	2	3	4	5	6	7	8
A	\$13,600	\$15,550	\$17,500	\$19,400	\$21,000	\$22,550	\$24,100	\$25,650
B	\$1,133	\$1,296	\$1,458	\$1,617	\$1,750	\$1,879	\$2,008	\$2,137

3. **Emergency Shelter** The purpose is to provide funding for operating emergency shelters. Staff costs to operate related activities are also eligible.

- Salaries and Fringes (Security)
- Utilities
- Food-Client
- Facility Rent

PERFORMANCE MEASURES (PM) – Must document compliance with ESG National Objectives

Each ESG category has its own PM with the expected CLV goals. This form documents and describes the program's outcomes, major tasks, outputs, and outcome measurements for the fiscal year. The Outcomes have been pre-filled by the city, please use the rest of the form to explain how you will accomplish the tasks. The forms are designed to expand.

Please be very specific and state the steps clients will take to achieve success from their participation in the program for which funds are requested. Housing clients must be counted by number of households. You may discuss the total number with beneficiaries in the Outputs.

Agencies that apply for funds must be able to utilize ESG funds in a timely manner, and have staff ready to implement the program. In addition, reporting accurate information is extremely important for

Subrecipients. Both the City and HUD utilize this data to determine if needs are being met, and to document how ESG improves the lives of homeless citizens and their families.

APPLICATION QUESTIONS:

1. **PART 1- PROGRAM NARRATIVE:** Please check the box to indicate that you understand that all questions must include and answer. That may mean a checked box, N/A, or zero, however, no question can be left unanswered.
2. **AGENCY PROGRAM:** In this section please describe the program activities and discuss the comprehensive client services offered.
3. **WORK TO BE PERFORMED FOR RAPID RE-HOUSING:** In this section, you must describe the work you and/or your partnering agency will provide under the Rapid Re-housing category and the experience you have carrying out these activities
4. **PROPOSED # OF HOUSEHOLDS TO BE SERVED UNDER RAPID RE-HOUSING:** Please list the number of households you anticipate serving. (Use the CLV expected minimum or more) Next to the eligible activities, enter the proposed amount of funding you will use to serve the number of households you entered.
5. **WORK TO BE PERFORMED FOR HOMELESS PREVENTION:** In this section, you must describe the work you and/or your partnering agency will provide under the Homeless Prevention category and the experience you have carrying out these activities.
6. **PROPOSED # OF HOUSEHOLDS TO BE SERVED UNDER HOMELESS PREVENTION:** Please list the number of households you anticipate serving and the amount per category for the eligible activities. Reminder: For Homeless Prevention, the client's income must be less than 30% AML, whereas, Rapid Re-housing Clients, can be below 80% of AML.
7. **WORK TO BE PERFORMED FOR EMERGENCY SHELTER:** In this section, you must describe the work you and/or your partnering agency will provide under the Emergency Shelter category and the experience you have carrying out these activities. The eligible costs include facility rent payments, security, utilities, and the purchase of food to provide meals to homeless.
8. **PROPOSED # OF HOUSEHOLDS TO BE SERVED UNDER EMERGENCY SHELTER:** Please list the number of unduplicated households/clients you propose to be served under the program you provide at your Shelter. Do not count units of service. According to the eligible costs outlined in question #7, please enter the amount of City funds you will provide under each operation activity.
9. **PROGRAM AVAILABILITY AND WAITING LIST** – Please explain how you provide outreach to the community about your program and your procedure for your waiting list.
10. **PARTNERING** – Describe agencies you partner with to provide comprehensive services to your clients.
11. **STAFFING LEVELS:** - Please explain the current staffing levels and the agency's ability to provide 8 hours a week of staff time at the Corridor of Hope Center.
12. **AGENCY NARRATIVE:** Again, all questions must have an answer, so please use zero, N/A, or check a box as instructed in the Zoom application.
13. **AGENCY CAPACITY:** - In this section, please describe your relationship and any previous projects you and agencies you are partnering with have had. .
14. **AGENCY SUCCESS:** - Describe organizational success in conducting similar programs.
15. **AGENCY EMPLOYEES:** - Describe employees by name including qualifications and years of experience.
16. **FINANCIAL NARRATIVE** – ESG funds are intended to be used with our non-profits in a direct client services capacity this. We have no funding for administrative costs for this grant. Please

check the appropriate box, mark N/A or write zero if a question does not apply. Check Section Complete for this question once you have read and understand.

- 17. AUDIT FINDINGS:** - Please explain any financial issues including audit findings, investigations, or probations by any funding organization in the past three years for your agency and any agencies you intend to partner with.
- 18. FISCAL MANAGEMENT** – Describe your organizations fiscal management, including reporting, accounting systems, payment procedures and audit requirements. Please also include the same for your partnering agencies if that applies to your application. Keep in mind the lead agency is the fiscal agent for all sub-recipients.
- 19. MATCH FUNDING SOURCES:** Please list the amount of funding you intend to use for match funds next to each agency listed under this question.
- 20. IN KIND:** - Describe the In-Kind contributions in this section. Only 25% of your match resources may be from In-kind contributions.
- 21. LEVERAGED FUNDS:** - If you are partnering with other agencies, discuss how your partnering agencies plan to leverage funds for their portion of the program they are providing. You may use other agency funds, cash match, other federal dollars, local funds and endowments.

PROGRAM BUDGET FORM (Excel Spreadsheet Attachment #2)

Complete this form for the total program budget for which funds are requested. There is a Budget Tab and Proposed Funding Source Tab on the Excel Budget worksheet. This form also demonstrates leveraging with cash sources. Leveraging signifies that the program is not dependent on one source of income. **All amounts must be rounded up to the nearest dollar. Do not use cents.**

NOTE: Per OMB Regulations, costs of amusement, diversion, social activities, ceremonials, and costs relating thereto, such as meals, lodging, rentals, transportation, and gratuities are not allowable.

Column A – Expense Category-Please list all expenses in the appropriate space. Please complete each applicable line item. If a category listed does not match the agency's categories, the lines titled "Other" may be used. Applicants may erase the words in the "Other" category and identify the proper funding source, if required.

Column B Total Program Budget – The total cost amount for the program. If program has several components, and ESG will only pay for a portion, Column B must reflect the entire program budget.

Column C City of Las Vegas (CLV) ESG Portion – Represents the amount or gap funding needed to fill the budget shortfalls. A gap in the agency budget is created when the agency does not have enough resources to pay for an item. ESG is intended to fill gaps in budgets for eligible expenses.

Column D Agency Funds – Non-grant revenue the agency receives for the program, i.e. private funds, program fees, donations, etc. These are not other federal/local/state funds received from other sources.

Column E Other Federal Funds – Federal Funds applied for or awarded for the program, i.e. Community Development Block Grant (CDBG), HOME Investment Partnerships Program, or other Federal funds.

Column F State and Local Funds – State grants or other Local funds for the program such as Workforce Investment Programs, Welfare to Work, Division of Aging, etc.

Column G Foundations and Other Public Funds – Revenue from foundations, private grants, endowments, etc.

Note: Columns C through G must add across to equal the amount listed in each applicable line item in Column B. Please double check that all columns and rows have been added correctly.

Attachment and Exhibit reminder

All forms must be uploaded onto the Zoom Grants site. Do not change the format of the Attachments, and submit them in the Microsoft Program in which they are posted: Word or Excel. The Certification Form (Attachment #1) must be signed and scanned as a PDF file. With the exception of the Certification and Performance Measures Forms, the Excel Attachment documents are meant to be one page.

Exhibits must be scanned and uploaded. Most will be PDF format, however, if the system allows you to upload them in Word that is acceptable. There are checks and balances throughout the Zoom Grant application. The system will not allow an incomplete application to be submitted. You must click the submit button or Zoomgrants will not accept the application in its final form.

PLEASE NOTE: The software does not check for quality, accuracy, or review the information submitted, so please print the application prior to submittal to ensure completeness of the information you have provided. You may make changes up until the deadline, even after hitting submit. No late applications will be accepted.

CERTIFICATION FORM (2 PAGES – Attachment 1)

This form, which documents compliance with the Civil Rights Act, Americans with Disabilities Act, and Eligibility to Participate, is required by HUD. (For example, a debarred contractor could be a non-profit agency, a construction contractor, or a consultant who has been barred from receiving Federal funds.) This form further documents compliance with the Certification of City of Las Vegas Affiliation, and confirms whether any member of the organization, paid or volunteer, has an affiliation with the City of Las Vegas. The Board President or the designee must sign this form. Please type the name of the person who will be signing the form.

This Form also certifies that the Board of Directors is aware of and supports the application for funding. Additionally, this form specifies who has signature authority. A non-agency mailing address for the President of the Board of Directors must be provided in the space provided on this form. The Board President must sign this form. In addition, please type the name of the person who will be signing the form where it says “type name here”. This form also certifies that no changes in the agency’s IRS Non-profit designation has occurred.

Secretary of State and CLV Business License Explanation:

In order to apply for CLV funds, all agencies must be in Good Standing with the Nevada Secretary of State’s Office, and must have a current City of Las Vegas Business License for the programs for which they are applying, by the close of the application period in addition to being in compliance with the IRS 990 submittal requirements. **This will be verified by PRNS staff.** Agencies that cannot comply with these criteria will not move forward for funding consideration.

IRS 990 Guidelines. Agencies must be in good standing with the IRS and must not have had their status revoked for non compliance with the 990 tax submission guidelines. This is verified with the IRS and Guidestar websites. No exceptions.

REQUIRED EXHIBITS EXPLANATION

Documentation of Non-profit status: All ESG applicants must show proof of current non-profit status. This is done by submitting a copy of the letter from the Internal Revenue Service (IRS). No pending status will be accepted. Letters must be **legible** to be acceptable. If the letter is more than 10 years old, please request an updated one from the IRS. Letters more than 10 years old will not be accepted. Please call the IRS Exempt Organizations Div. at 1-877-829-5500 to request a free copy.

Operating Budget: Submit a copy of the entire agency's Operating Budget with revenue and expenditures.

Audits: All applicants must submit an audit (A-133 Audit, Audited Financials, or an Annual Certified Financial Statement). Except for A-133 Audits, Audits may not be older than two years. Applicants **must submit** one of the following with their application:

A-133: Organizations that expend \$500,000 or more in previous year in federal awards shall have a single or program specific audit (**A-133**) conducted for that year. A copy of your most recent A-133 must be attached. No A-133 Audit over 2 years old will be accepted.

Audited Financials:** Agencies with revenue of \$200,000 - \$499,999 must submit Financial Statements audited by a CPA. This means that a CPA has audited the agency's records in accordance with generally accepted accounting practices and procedures, and provided a hard copy. Audit must not be over 2 years old and must include management letters.

Annual Certified Financial Statement (ACFS): Agencies with revenue less than \$199,999 must submit an ACFS, in addition to their IRS stamped copy of their most recent IRS 990 form. This is the lowest threshold criteria and will only be accepted from those non-profits who can document that they did not qualify for an A-133 or regular audit. Annual Certified Financial Statements (ACFS) **must be certified** (signed and dated) by the Treasurer and the Board President, must be for the previous year, must include the ACFS Statement below and include a balance sheet and profit and loss statement for the previous year. To obtain an IRS stamped copy of your submitted 990, go to www.guidestar.org.

In addition, agencies with revenue less than \$199,999 must also submit a copy of their **IRS accepted Form 990** for the previous year, **and** **6 months of Agency bank statements** (June – November)

Annual Certified Financial Statements **must** have the following statement: "We, the undersigned, as Executive Director and Treasurer of (Name of Agency), hereby certify that, to the best of our understanding and knowledge, the attached Financial Statements fairly and accurately represent the financial condition and operations of this organization."

****The City audit policy:** Any agency that expends between \$200,000 – \$499,999 in federal funds during the calendar year will be required to have a CPA Audited Financial Statement. The funds expended may be from one or multiple federal sources. If allowable by program regulations, the City may only pay for the portion of the audit, which represents the percentage of City federal funds in the program budget.

Board of Directors: Submit a copy of the most recent list of the entire Board of Directors.

Articles of Incorporation: Submit the articles in their entirety. Please note the **entire** Articles of Incorporation must be legible to be acceptable.